



REQUEST FOR RELEASE OF PUBLIC RECORD INFORMATION

NOTE: The Department of Licensing may impose a charge for providing copies of public records
(WAC 308-10-045, WAC 308-300-280, RCW 42.17.300).

REQUESTER'S NAME (<i>Please print company/individual</i>)	DATE
REQUESTER'S MAILING ADDRESS (<i>Number, street, city, state, zip</i>)	TELEPHONE NO. ()
TYPE OF RECORD(S) OR SPECIFIC RECORD REQUESTED	
PURPOSE FOR WHICH INFORMATION WILL BE USED: (<i>Explain who will use it and how it will be used.</i>)	
Will personal information be provided to others? <input type="checkbox"/> No <input type="checkbox"/> Yes Will record holder be personally contacted? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain above)	
OUTPUT/MEDIA REQUESTED: <input type="checkbox"/> List LABELS: <input type="checkbox"/> Cheshire <input type="checkbox"/> Adhesive Type MAGNETIC TAPE: <input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC <input type="checkbox"/> Telephonic <input type="checkbox"/> Microfiche <input type="checkbox"/> Photocopy <input type="checkbox"/> Computer Printout <input type="checkbox"/> File Transfer Protocol	
<input type="checkbox"/> Washington State, or <input type="checkbox"/> Specify which counties: _____	

If this request is from a non-profit organization or corporation, proof of non-profit status must be attached.

Documents appropriate to identify requester as a non-profit organization

1. Copy of Articles of Incorporation, filed with the Secretary of State, or
2. Copy of Tax Exempt Status from the Internal Revenue Service. 501(c)(3), or
3. Other documents (as guided by Title 26 of the Internal Revenue Code) which have been reviewed and approved by the Public Disclosure Officer.

Documents appropriate to identify requester as a business entity

1. A copy of the requesting entity's unexpired Washington Registrations and Licenses document (Master Business License), or City, or County Business License; or,
2. For businesses outside this state, a copy of the unexpired business license issued by the out-of-state jurisdiction where the business entity is authorized to do business.

AGREEMENT TO PROTECT LISTS OF INDIVIDUALS FROM USE FOR A COMMERCIAL PURPOSE AND CONTACT

Except as provided for in RCW 46.12.370, I hereby agree that the list of individuals provided me by the Department of Licensing shall not be used for commercial purpose and individuals on the list will not be contacted or individually effected by myself or by any other individual or organization and I will protect the information from access by anyone who may use it for purposes of contacting the individuals named therein or otherwise personally affecting them in the furtherance of any profit-seeking activity.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

NAME (Type or print)	X SIGNATURE	COUNTY
		DATE

FOR OFFICIAL USE ONLY		
X SIGNATURE AUTHORIZING RELEASE OF RECORDS	DATE	\$ CHARGE FOR RECORDS